

10-18-2017

Meeting Minutes

WKU Council of Academic Deans

Follow this and additional works at: https://digitalcommons.wku.edu/coun_acad_dean



Part of the [African American Studies Commons](#), and the [Higher Education Administration Commons](#)

Recommended Citation

WKU Council of Academic Deans, "Meeting Minutes" (2017). *Council of Academic Deans*. Paper 1256.
https://digitalcommons.wku.edu/coun_acad_dean/1256

This Article is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in Council of Academic Deans by an authorized administrator of TopSCHOLAR®. For more information, please contact topscholar@wku.edu.

**Council of Academic Deans
CAD Minutes
October 18, 2017
1:00 p.m.**

Voting Members Present: Cheryl Stevens, Sam Evans, Susann deVries, Jeff Katz, Scott Lyons, Larry Snyder, Merrall Price (for Dennis George), and Neale Chumbler

Advisory Members Present: David Lee, Richard Miller, Craig Cobane, Cheryl Davis, Brian Meredith, Beth Laves, Doug McElroy, Tuesdi Helbig, Sylvia Gaiko, Ladonna Hunton, and Amber Scott Belt.

I. Approval of October 4, 2017 Minutes

Dean Evans made a motion, seconded by Dean Stevens, to approve the minutes from the October 4, 2017 CAD Meeting. The motion passed without dissent.

II. Information Items:

A. Individuals Who Have Not Reported Vacation Leave

Provost Lee reminded deans and advisory members to review the report previously sent out by Dr. Belt and remind individuals of either the requirement to report leave that has been used; or the wellness benefit of using leave.

B. Governor's Scholars Program

Provost Lee reminded deans to encourage faculty to take advantage of the Governor's Scholars Program.

C. Policy 4.2204 *Recruitment and Employment of Faculty and Staff*

Provost Lee advised deans and advisory members of the recent changes to Policy 4.2204.

D. New Personnel Actions Approval Procedures

Provost Lee reminded deans and advisory members of the recent changes to how personnel actions are reviewed/approved. Dr. Hunton provided deans and advisory members with a current list of questions to be discussed during a meeting with Ann Mead and Tony Glisson on Monday, October 23rd. Provost Lee reviewed each of the questions with the group. Following much discussion, Provost Lee reminded deans and advisory members that this is likely just the beginning of many difficult conversations to come, but we will successfully work through each of them. Provost Lee and/or Dr. Hunton will provide additional

information as it becomes available and requested that deans keep this information confidential until after Monday's meeting.

III. Discussion Items:

A. Policy 2.7102 *Use of Vertebrate Animals*

Dr. Davis presented deans and advisory members with suggested revisions to Policy 2.7101 *Use of Vertebrate Animals*. Dr. Davis clarified this policy only pertains to animals involved in research. Dr. Davis requested approval to move draft Policy 2.7102 to the President's Cabinet for final review/approval. Motion approved without dissent.

B. Policy 2.7000 *Institutional Biosafety Committee*

Dr. Davis informed deans and advisory members that the Institutional Biosafety Committee has been in existence a long time, but there is currently nothing in writing concerning the oversight or purpose of the committee. In an effort to better educate individuals on proper reporting, research protocols, etc., Dr. Davis requested approval to move new draft policy 2.7000 *Institutional Biosafety Committee* to the President's Cabinet for final review/approval. Motion approved without dissent.

C. College Diversity Coordinators

Dr. Miller indicated he is aware several of the colleges are considering adding College Diversity Coordinators to each of their teams. Dr. Miller encouraged deans to provide each coordinator with a copy of the new WKU Diversity Plan following Board approval later this week. He also requested deans work together to develop and disseminate clear expectations for these new roles and provide a mechanism for diversity coordinators to communicate both with one another and with the Chief Diversity Officer. Dr. Cobane requested all position descriptions be sent to Dr. Miller so that he may in turn send them out to other deans and directors.

Respectfully Submitted,

Amber Scott Belt